**APHON Quick Fact Sheet for Elected Positions:**

**President-Elect**

<table>
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<th>Purpose/Time Commitment</th>
<th>Responsibilities</th>
<th>Qualifications</th>
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| **Purpose:** Manages organization, acts as official representative | • Leads board meetings – sets agenda  
• Regularly reviews committee and board activities  
• Appoints task force/committee chairs  
• Assigns board liaisons to task forces, committees, JOPON, and other organizations  
• Represents APHON at meetings of other organizations  
• Leads membership meeting - sets agenda  
• Signs contracts with board approval  
• Writes column for newsletter and conference book  
• Provides mentorship and recognition | • Continuous member of national APHON for last 5 years  
• Major leadership position within national APHON, the former CCPON, or ONCC – may include board member, officer, committee chairperson  
• History of consistent meeting attendance and successful work outcomes applicable to previous leadership role within APHON  
• Recommendation from APHON member in leadership position that candidate has reported to  
• Strong collaboration/relationship building skills  
• Public speaking skills  
• Commitment to time demands (both from candidate and candidate’s institution) |
| **Length of term:**  
• 1 year: President-elect  
• 2 years: President  
• 1 year: Past-president (4 years total on board) |  |
| **Hours per week:**  
4-8 hours per week, may increase/decrease according to meeting schedule during year |  |
| **Meetings per year:**  
• Weekly call with Executive Director, multiple conference calls throughout year  
• 2-3 board meetings per year, annual membership meeting (all travel expenses will be paid by APHON for meetings not held at annual conference; complimentary registration will be provided for meetings held at annual conference)  
• Attend meetings of other organizations as representative of APHON |  |